

# PLANNING AND DEVELOPMENT DEPARTMENT



## INSPECTION SERVICES DIVISION CITY OF HIGH POINT NORTH CAROLINA

### COMMERCIAL PLAN APPLICATION

#### PROJECT INFORMATION

Address: \_\_\_\_\_  
Building Data: \_\_\_\_\_  
(New Bldg., Addition, Repair, Tenant Upfit)  
Type of Construction: \_\_\_\_\_  
(I-A, I-B, II-A, II-B, III-A, III-B, IV, V-A, V-B)  
Occupancy Classification: \_\_\_\_\_  
(A, B, E, F, H, I, M, R, S, U)  
Sprinklered/Unsprinklered: \_\_\_\_\_  
Description of Proposed Use: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Square Feet: \_\_\_\_\_  
Number of Stories: \_\_\_\_\_  
Estimated Cost: \_\_\_\_\_

#### CONTRACTOR INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: (office) \_\_\_\_\_ (cell) \_\_\_\_\_ Fax: \_\_\_\_\_  
Contact Person: \_\_\_\_\_ NC State Lic. No. \_\_\_\_\_

#### OWNER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### ARCHITECT/ENGINEER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### OFFICE USE ONLY

Date/Time Plans Received \_\_\_\_\_  
By: \_\_\_\_\_ Plan Number \_\_\_\_\_

**PLANNING & DEVELOPMENT DEPARTMENT**  
**CITY OF HIGH POINT**  
**NORTH CAROLINA**

**BUILDING PERMIT**  
**SITE PLAN DATA SHEET**

Development/Plan # \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

Permit # \_\_\_\_\_

Zoning District \_\_\_\_\_

Address (if known) or location: \_\_\_\_\_

Prior use of property: \_\_\_\_\_ Current or proposed use: \_\_\_\_\_

Please describe specific activities of current or proposed use: \_\_\_\_\_

\_\_\_\_\_ SIC # \_\_\_\_\_

Total parcel size (sq. ft.): \_\_\_\_\_ Gross structure size (sq. ft.): \_\_\_\_\_

|                                       |             |               |
|---------------------------------------|-------------|---------------|
| Square footage for each separate use: | Use A _____ | Sq. ft. _____ |
|                                       | Use B _____ | Sq. ft. _____ |
|                                       | Use C _____ | Sq. ft. _____ |

Please describe abutting land uses: North \_\_\_\_\_ South \_\_\_\_\_  
East \_\_\_\_\_ West \_\_\_\_\_

As defined by the State, are you a hazardous waste generator or hauler? Yes \_\_\_\_ No \_\_\_\_  
Small quantity generator \_\_\_\_ Large quantity generator \_\_\_\_

Does your use(s) include outdoor storage \_\_\_\_ outdoor sales \_\_\_\_? If so, please explain \_\_\_\_\_

Estimated number of employees: \_\_\_\_\_ Number of seats (if applicable): \_\_\_\_\_  
Number of attendees (for daycare facility): \_\_\_\_\_

Number of fleet vehicles or vehicles used exclusively by establishment: Use A \_\_\_\_ Use B \_\_\_\_ Use C \_\_\_\_

Total number of parking spaces provided: \_\_\_\_\_ Total number of parking spaces required: \_\_\_\_\_  
(include calculations with this sheet or on site plan)

Technical Review Committee (TRC) approval date (if applicable) \_\_\_\_\_

Watershed Review Committee (WRC) approval date (if applicable) \_\_\_\_\_

I/We the undersigned hereby declare that the descriptions of land use and other information given above are true and correct to the best of my/our knowledge and belief, and that I/We have read and understand the site plan requirements. I/We understand that failure to provide complete site plan or other required information can result in delays in obtaining building or other permits.

Comments:

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\_\_\_\_\_  
Applicant/Owner Date

\_\_\_\_\_  
Applicant/Owner Date

## **INSTRUCTIONS AND TIPS**

### **COMPLETION OF INTERIOR SPACE (UPFIT)**

If your project involves the completion of the interior of a portion of a building, you must provide information which clearly identifies the location within the building of the space you are completing. This can be done by including a highlighted copy of the building plans, a highlighted copy of an approved site plan, or a sketch of the building footprint with the location and extent of the project shown. If the building is multi-story, you must also indicate which floor you are working on and whether the space you are completing includes are on more than one floor.

### **MINIMUM SITE PLAN REQUIREMENTS**

A site plan is required for most nonresidential structural improvements, for changes in use of a property where parking requirements are affected, for tenant upfits, or for nonresidential interior renovations that result in changes to the allocation of space among different use types. As a minimum, the items listed below should be included on your site plan to avoid delays in the approval of your permit application relative to compliance with zoning requirements. For further information, contact Doug Loveland, Planning and Development Department, 336/883-3335.

- Name of development & proposed use
- Owner's name, address & phone number
- Property lines and dimensions, to scale
- Acreage of lot
- Use of buildings or structures
- Adjacent streets & driveway connections
- List tax map, block and parcel number
- Include landscaping plan (required for new buildings and additions of 3,000 sq. ft. or more)
- Location of development
- Applicant's name, address & phone number
- Scale of site plan, in feet per inch
- Existing and proposed structures, with sq. ft.
- Location & width of rights-of-way & easement
- Existing and proposed parking, with dimensions
- List recorded plat name & lot number

### **LANDSCAPE PLANS**

Landscape plans must show plantings as they will be planted, not just a statement of requirements from the Ordinance. Sites over 55,000 square feet must comply with all provisions of the High Point Development Ordinance (Section 9-5-11). Sites under 55,000 square feet shall provide a minimum of 15% of the site area for landscaping, which must be planned in a way that provides street and peripheral planting yards that address the intent of the Ordinance. Fences are often necessary on small sites. A separate fence permit is required for the installation of a fence. Landscaping plans are approved by the Planning and Development Department, and an inspection of plantings to determine compliance with the plan is required for a Certificate of Occupancy. Often, preserving existing vegetation can earn credits toward planting requirements. For further information, contact Leslie Wagle, Planning and Development Department 336/883-3545.